

Special Appropriation Application for Construction Projects

Application Cover Sheet

Project Name: Northfield Skateboard Park Phase II

Project Address or Location: 801 7th Street E, Northfield MN 55057

County Where Project Is: Rice

Applicant/Grantee: City of Northfield

Project Contact Person: David Bennett

Title: Public Works Director/City Engineer

Address: 801 Washington Street

City: Northfield MN Zip 55057

Phone: 507-645-3006

E-Mail Address: David.bennett@northfieldmn.gov

Minnesota SWIFT Vendor number: VN0000197703_4

Mailing Address Assigned by SWIFT: 801 Washington St. Northfield MN 55057

Grantee Type: Statutory City, Home Rule Charter City or Other (if other indicate type): Home Rule Charter

NOTE: DEED will not provide funds to a title company or any other entity on behalf of the grantee. Funds will be provided directly to the grantee, preferably into a separate account that is created for the project.

Legislative Authorization

Legislative Citation that Authorizes Project: (Chapter #, Article #, section, subdivision):

HF 17 First Engrossment, Sec. 7 Amateur Sports Support

Legislative Language: (Paste full legislative language below or attach as a separate item):

8.16 **Sec. 7. AMATEUR SPORTS COMMISSION**
8.17 **SUPPORT** **\$ 4,000,000**

8.18 (a) To the Minnesota Amateur Sports
8.19 ~~Commission~~ commissioner of employment
8.20 and economic development for grants to cities,
8.21 towns, counties, park boards, and school
8.22 districts for the planning and building of public
8.23 skate parks ~~under Minnesota Statutes, section~~
8.24 ~~240A.20, subdivision 3,~~ with the assistance of
8.25 the nonprofit consultant hired under paragraph
8.26 ~~(b)~~ (j).

8.27 (b) Of this amount, \$550,000 is for a grant to
8.28 the city of **Winona** for site preparation;
8.29 construction of a public multiuse street park
8.30 for skateboarding, in-line skating, roller
8.31 skating, and bmx and scooter riding; and site
8.32 amenities, including public restrooms, a
8.33 drinking fountain, a gazebo, shade canopies,

Sec. 10.

8

9.3 (c) Of this amount, \$500,000 is for a grant to
9.4 the city of **Northfield** to update the predesign
9.5 plan for, and to design and construct, phase II
9.6 of the skate park in Memorial Park in the city
9.7 of Northfield.

Project Narrative

Please provide a thorough narrative overview of the project. Include steps necessary for implementation, background and description of the work to be performed.

Include any work that may have already been performed such as land acquisition, pre-design or design, or other aspects of a larger or phased project.

Note: If construction has already started, inform DEED immediately.

Each Special Appropriation project is unique and has different compliance areas. A detailed narrative is required as DEED can best assist with compliance and project success when it has a solid understanding of the project. Make sure that all elements and activities that are outlined in the legislation are accounted for in the narrative. Renderings or diagrams may be submitted as attachments to assist in describing the project.

Attach any community talking points or promotional information, background or application and/or information that was provided to the Legislature and the Minnesota Office of Management and Budget staff that outlined the project.

Provide Narrative Here: The City of Northfield has had a plan for years to build a second phase of the skateboard park in Memorial Park. The first phase was built in 2015 and has been a great success. The City wishes to provide and build more skatepark features to expand the age use of the park, so young skaters can get their boards under them and develop more skills over time.

The second phase of the skateboard park is on land owned by the City of Northfield in Memorial Park; the City will own and provide maintenance on the skateboard park over its life. As part of the project, complementary features such as seating, picnic tables, shade structures, lighting, and storm water features.

Ownership and Usage

Answer all questions below. If the question is not applicable, state such and why

Who is the current owner of the project's footprint: City of Northfield

Who is the current owner of the project (building, structure or facility), if not new construction: City of Northfield

How will ownership be transferred to the applying entity if the applying entity does not yet own the footprint, building, structure, or facility: NA, City of Northfield will own the Skateboard Park

Who will operate and maintain the property or facility (project) after project completion: City of Northfield

Will there be any other user groups (have set aside time) or tenants of the facility other than the owner: (Yes/No): No

If so, will any of these tenants be frequent users or already have a lease/use agreement (Yes/No):
If unsure, please contact DEED

If so, name the user groups or tenants and how they would use the completed project:

Will the project involve executing a naming rights agreement with any entity (Yes/No): No

Will any advertising be sold that will be displayed at the project site (Yes/No): No
If Yes – Describe what kinds of advertising will be sold:

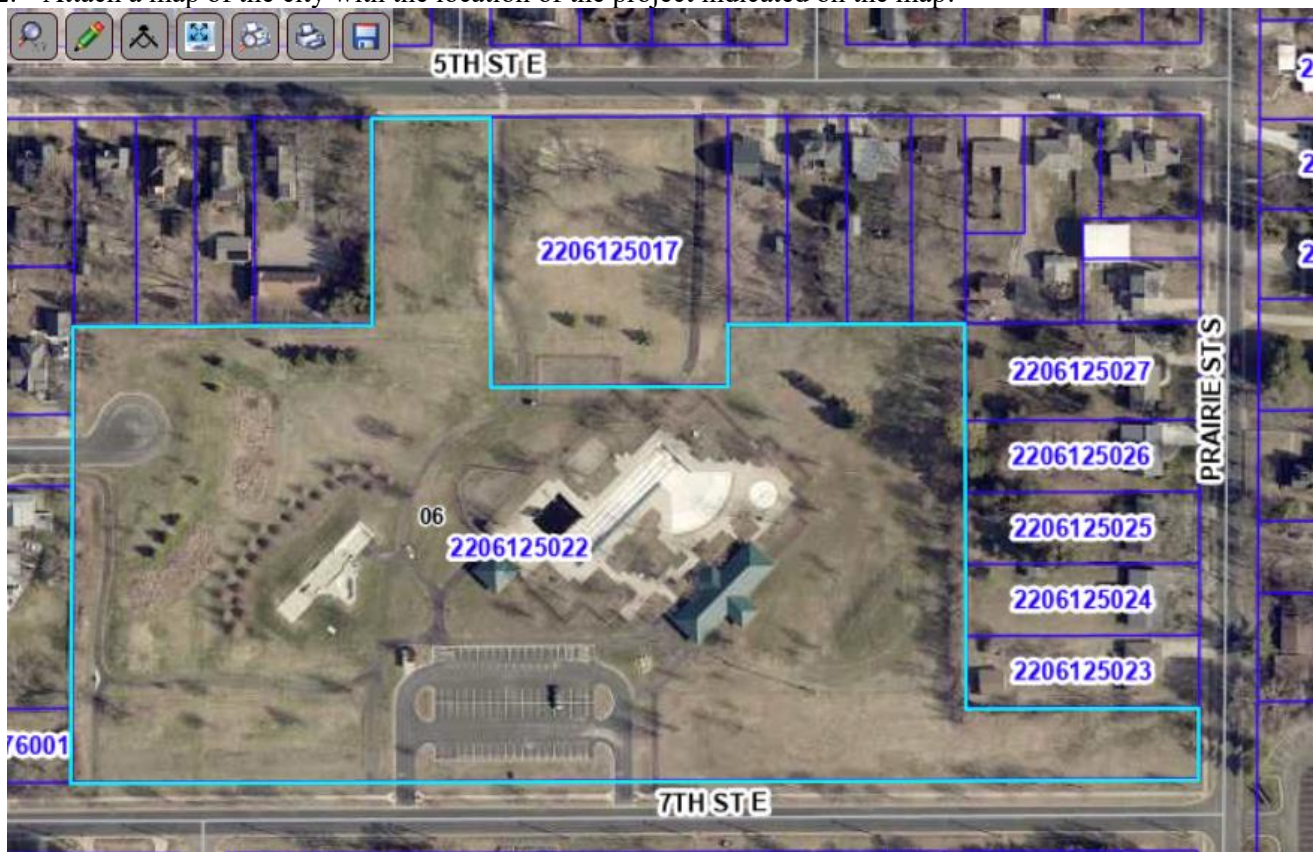
Describe who will own, operate and maintain the property and/or facility after project completion:
City of Northfield

Has the project started (Yes/No): No

Questions

1. If applicable, do any aspects of the project have historical significance? If so, which historical organizations will be consulted or need to approve any of the plans for improvements or demolition of or to any building? If so, please outline how these organizations will be involved. If they will not be involved, or their participation is not applicable, please outline why:
No, know historical features on the site.

2. Attach a map of the city with the location of the project indicated on the map:



3. Attach engineering and/or architectural total project cost estimate documents. If not available, how do we know the projected costs are professionally estimated: The project estimate is below, and will be updated through the design phase of the project.
4. What is the useful life of the project after completion? *Note that the pending grant agreement and public ownership of the project will need to be maintained for 125% of the useful life of the project. So, for example, a project with a useful life of 30 years will have a grant agreement in effect for 37.5 years and need to be owned for the same amount of time. Any sale or any change of use not outlined in the enabling legislation would trigger repayment of a pro-rata share of grant funds back to the state.* 30 Years

5. Does your organization have the capacity to float costs for a month or more before your organization is reimbursed by DEED: Yes
6. Is your organization exploring the possibility of soliciting a design build or a construction manager at risk contract to construct the project: The current plan is design, bid, build.
7. Does your organization plan to contract with a non-profit consultant and use DEED funds to pay or assist in paying that consultant? No *If yes, DEED will need evidence that the consultant was procured following state and local law.*

Project Budget

Proposed activities must match up with legislative language and should include all costs required to complete the project. Complete Tables 1 and 2 below. **Before completing, read the instructions provided. Both contain samples for guidance.**

Table 1

For the Project Activities Column: List separately the components of the project that are eligible items: Capital costs and/or costs assigned in the legislative appropriation. Examples would be predesign, design, and construction elements. List all non-eligible items that are needed for the project as a separate line item. Add rows to the table for more costs as needed.

For Other Funds: Provide the dollar amount for any other funds (non-DEED), if applicable, that are estimated to be needed to complete the project.

Total Itemized Projected Costs: Make sure that all costs total correctly.

Table 1 – Budget Outline (Line-Item Project Activities Will Account For ALL Activities In the Enabling Legislation)

Project Activities	DEED/SPAP Funds	Other Funds	Total Itemized Projected Cost
Project Design	\$90,000		\$90,000
Site Grading/Erosion Control	\$75,000		\$75,000
Skateboard Park	\$210,000		\$210,000
Site Lighting	\$25,000		\$25,000
Restoration/Landscaping	\$25,000		\$25,000

Project Activities	DEED/SPAP Funds	Other Funds	Total Itemized Projected Cost
Storm Water	\$25,000		\$25,000
Picnic Table, Benches, Shade Structures	\$50,000		\$50,000
Total Costs	\$500,000		\$500,000

Table 2:

Instructions

Lists all eligible activity items from Table 1 in the first column of Table 2. Eligible items are identified in the legislative language. Lists sources individually, whether those funds are committed, and the dollar amount assigned for each source in the second column. Per the sample below, outline the committed status of funds in the third column. If not yet committed, outline how they will be committed. Attach more comments to outline commitment, if necessary.

Finally, in the fourth column, assign the dollar amount of costs assigned to the source that corresponds with that row. Add rows as necessary.

Table 2

Eligible Activity from Table 1	Source of Funds from Table 1 above	Funds Committed? Yes or No	Dollars assigned to source
Project Design	DEED	Yes – Legislative Appropriation	\$90,000
Site Grading/Erosion Control	DEED	Yes – Legislative Appropriation	\$75,000
Skateboard Park	DEED	Yes – Legislative Appropriation	\$210,000
Site Lighting	DEED	Yes – Legislative Appropriation	\$25,000
Restoration/Landscaping	DEED	Yes – Legislative Appropriation	\$25,000
Storm Water	DEED	Yes – Legislative Appropriation	\$25,000
Picnic Table, Benches, Shade Structures	DEED	Yes – Legislative Appropriation	\$50,000
Totals			\$500,000

Project Timeline

Activity	Finish mm/yy
Site control (if necessary)	NA – City Owns Site
All funding (non-DEED funds) for project secured and in place	Yes 01/26
Declaration Recorded or Waiver from MMB secured	12/25
All permits in place	7/26
Project bid process or design build or construction manager at risk contract finalized	8/26
Project started	9/26
Project complete	6/27
Project inspected and operational	7/27

Attachment 1 to application: Local Government Resolution Special Appropriation Application

Applicants must adopt and submit the following resolution. This resolution must be adopted prior to submission of the forms package.

BE IT RESOLVED that _____ (Entity Awarded Grant) act as the legal sponsor for the project contained in _____ (Law appropriating money to the Project) entitled _____ (Name of Project)

BE IT FURTHER RESOLVED that _____ (Entity Awarded Grant) has the legal authority to receive financial assistance, and the institutional, managerial, and financial capability to ensure adequate project administration.

BE IT FURTHER RESOLVED that the sources and amounts of the grantee's other funds identified in the development proposal are committed to the project identified.

BE IT FURTHER RESOLVED that _____ (Entity Awarded Grant) has not violated any Federal, State or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that upon approval of its development proposal by the state, _____ (Entity Awarded Grant) may enter into an agreement with the State of Minnesota for the above-referenced project(s), and that _____ (Entity Awarded Grant) certifies that it will comply with all applicable laws and regulation as stated in all contract agreements.

BE IT FURTHER RESOLVED that the non-DEED source(s) of funds identified in the sources and uses outline in the application total the amount of \$_____ and are committed and adequate to fully fund or provide the other funds for the project identified in the application.

BE IT FURTHER RESOLVED that any source(s) of the Applicant's fund(s) to fully fund the project shall be from the _____ account which has an adequate amount of funds to cover the commitment.

NOW, THEREFORE BE IT RESOLVED that _____ (Title of Authorized Official) is hereby authorized to execute such agreements as are necessary to implement the project(s) on behalf of the _____ (Entity Awarded Grant). *Note: Do not include the proper name, only the title of the official.* **Pursuant to M.S. § 412.201, Statutory Cities must authorize both the Mayor and Clerk to execute all contracts.**

I CERTIFY THAT the above resolution was adopted by the _____ (City Council, County Board, etc.) of _____ (Applicant) on _____ (Date)

SIGNED:

(Authorized Official)

(Title)

(Date)

WITNESSED:

(Signature)

(Title)

(Date)

(Check the appropriate box for the Real Property and, if applicable, for the Facility.)

Ownership Interest in the Real Property.

- ☐ Fee simple ownership of the Real Property.
- ☐ A Real Property/Facility Lease for the Real Property that complies with the requirements contained in Section 2.06.
(If the term of the Real Property/Facility Lease is for a term authorized by a Minnesota statute, rule or session law, then insert the citation: _____.)
- ☐ An easement for the Real Property that complies with the requirements contained in Section 2.06.
(If the term of the easement is for a term authorized by a Minnesota statute, rule or session law, then insert the citation: _____.)

Ownership Interest in, if applicable, the Facility.

- ☐ Fee simple ownership of the Facility.
- ☐ A Real Property/Facility Lease for the Facility that complies with all of the requirements contained in Section 2.06.
(If the term of the Real Property/Facility Lease is for a term authorized by a Minnesota statute, rule or session law, then insert the citation: _____.)
- ☐ Not applicable because there is no Facility.

Attachment 2 to Application: Legal Description

Provide the legal description only for the public land footprint on which the property or facility is located.

Attachment 3 to Application: Conflict of Interest Disclosure
(To be completed by Mayor, Board Chair, or Equivalent)



Conflict of Interest Disclosure

State of Minnesota
Request for Proposals

Instructions: Please return your completed form as part of the Response submittal.

Conflict of Interest Disclosure Form

This form gives applicants and grantees an opportunity to disclose any actual or potential conflicts of interest that may exist when receiving a grant. It is the applicant/grantee's obligation to be familiar with the Office of Grants Management (OGM) [Grants Policy 08-01 Conflict of Interest Policy for State Grant-Making \(August 2020 Effective Date 1/1/21\)](#) and to disclose any conflicts of interest accordingly.

All grant applicants must complete and sign a conflict-of-interest disclosure form.

☐ I or my grant organization do NOT have an ACTUAL or POTENTIAL conflict of interest.

If at any time after submission of this form, I or my grant organization discover any conflict of interest(s), I or my grant organization will disclose that conflict immediately to the appropriate agency or grant program personnel.

☐ I or my grant organization have an ACTUAL or POTENTIAL conflict of interest. *(Please describe below):*

If at any time after submission of this form, I or my grant organization discover any additional conflict of interest(s), I or my grant organization will disclose that conflict immediately to the appropriate agency or grant program personnel.

Printed name:

Signature:

Organization or Local Unit of Government Name:

Date: